Administrative Assistant to the Selectmen

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Proposed Information Technology Position
January 29, 2020

Estimated Hours: 2-to-4 hours/week, possibly more depending on needs
Pay Scale: Depending on Qualification

General – This position is responsible to the inventory, maintenance, and functionality of the town's technology hardware and software, making recommendations for purchase to the appropriate town officials. The position will serve as an ad hoc member of the Technology Committee, responsible for scheduling, posting and keeping records of the committee's meeting.

Supervision – The position will be immediately supervised by the Administrative Assistant to the Board of Selectmen, with input from the Technology Committee.

Status: Part Time, potentially contracted hourly employee

Job Description

1. Develop and maintain an inventory of all town hardware (computers, printers, CTV equipment, and other electronic devices)
2. Keep software up to date in the computers located at the Lamoine Town Hall, Lamoine Fire Station and any other facility (excluding the school, with the exception of hardware used to operate the CTV Channel) that in the future may utilize hardware and software.
3. Maintain, troubleshoot, and repair or arrange for repair for hardware.
4. Keep the town's computer network functioning.
5. Assist with maintenance and upkeep of the town's website and social media page(s).
6. Make recommendations to the Administrative Assistant and Technology Committee for purchase, repair or replacement of software or devices.
7. Assist the CTV Operations Manager and others with remote TV production and scheduling of CTV shows.
8. Assist town employees with computer functionality issues.
9. Develop and perform weekly maintenance on devices as may be needed.
10. Assist with security and backup of computers and develop functionality for offsite access by authorized town personnel.
11. Schedule and develop agendas for meetings of the Technology Committee.
12. Attend Technology Committee meetings and keep minutes of said meetings.
13. Act as a liaison between the Technology Committee, the Administrative Assistant and the Board of Selectmen.
14. Potentially assist town staff with input into the property tax database and other software matters.